

# INSTRUCTIONS FOR LIMITED APPLICATION

## I. INTRODUCTION

The Board of Registration of Hazardous Waste Site Cleanup Professionals (“LSP Board”) developed this Limited Application for use by applicants who failed to pass the licensing examination within the regulatory two year limit and want to re-take the examination. In addition, this form may be used by individuals whose license expired or was revoked and want to re-take the examination.

This application permits such applicants to provide updated responses which show that they have **a minimum of three years of Relevant Professional Experience during the five-year period immediately prior to submission of this Limited Application.** See 309 CMR 3.04(9)(b).

Should you have any questions about this application please contact the LSP Board’s Executive Director, Beverly Coles-Roby at (617) 292-5985.

## II. GENERAL INSTRUCTIONS

- Applicants should review a copy of their previously approved application before submitting this Limited Application.
- Applicants should also review the regulatory definitions of “Relevant Professional Experience,” “Waste Site Cleanup Decision Making Experience,” “Principal Decision Maker,” “Practical Experience,” and “Proficiency,” which are forth in the Board’s regulations at 309 CMR 2.02.
- Applicants have the burden of demonstrating that they meet the requirements for licensure set forth in the regulations, and should answer all questions fully and completely.
- Applicants must ensure that the information they provide in the application stands alone, and is not dependent on other information or knowledge regarding the applicant’s reputation, firm or experience.
- The Board requires that applications and reference forms be typewritten. Please advise the persons from whom you request references of the need to submit typed references.
- Information beyond what is requested in the application will not be used by the LSP Board to make licensing decisions.
- Applicants must demonstrate that they meet the minimum experience requirements for licensure. Applicants should provide information that is a concurrent combination of

waste site cleanup decision making experience and practical experience. *See* 309 CMR 2.02.

### **III. INSTRUCTIONS FOR COMPLETION OF FORMS**

- Applicants must demonstrate that at least three years of their Relevant Professional Experience occurred within five years prior to submission of the application on Forms 2 and 3.
- Applicants who want to use a Position Description, Form 2, or Project Description, Form 3, submitted as part of their previous application may include a photocopy of the relevant form, if the dates of the position or project are accurate.
- Applicants must submit at least two Project Descriptions, Form 3, for each Form 2 position, but no more than eight Project Descriptions in total.
- Applicants must follow the instructions for submission of two professional references as set forth in the Summary of References.

### **IV. INSTRUCTIONS FOR PAYMENT OF APPLICATION FEE**

- Applicants must submit an application fee in the form of a check in the amount of \$245. Your name must be legibly printed on the front of the check. The check should be payable to the **Commonwealth of Massachusetts/LSP Board**.
- Please forward the application fee in a separate envelope to the address below:

**Commonwealth of Massachusetts—Master Lock Box  
P.O. Box 4062  
Boston, MA 02241-4062**